

## Special Appointment

You have been given a special appointment to apply for a visa to go to the United States. We have added your case to our normal workload. In return, we would like your cooperation to ensure that the process runs smoothly.

### **Each applicant MUST present at the time of the interview:**

- A valid passport, with at least 2 **empty** pages left, valid for at least 6 months after the return of the applicant from the intended trip to the U.S.
- A completed application form DS-156 that must be prepared at the following website <http://evisaforms.state.gov>. The website if properly handled will produce a 3-page document in Adobe Acrobat format, which you print afterwards. The last page prints a 2-D barcode containing all the information entered in the computer, which we will scan in our own computer the day you apply. Use of this form simplifies the application process for all. And please **remember to sign it!**
- Every male applicant between 16 and 45 years of age must also complete a form DS-157. This form is available on the <http://southafrica.usembassy.gov> website.
- A 50mm x 50mm photo using a light or white background, with the face covering at least 50% of the surface. Please glue or staple that photo on the application. Failure to present the right size photo will delay your special appointment.
- A receipt for the application fee, equivalent of the \$100USD dollars (R730 per person during the month of October 2007). The fee must be paid in **CASH ONLY** at any FNB. We need a receipt for each individual. Note that if you pay with check, credit card or electronic transfer, not only will you be denied entry, but you will also be placed back in the normal appointment system and must pay again without claim to reimbursement for the EFT, credit card or check.
- For children under age 18 years, we may ask for an unabridged birth certificate and a written authorization from both parents stating that they agree to the trip to the United States. This statement must bear the seal of a commissioner of oaths.
- We strongly recommend bringing documents that demonstrate your ties to South Africa, and the reason for your intended travel. We suggest you check on our web site for details.

**Our website <http://southafrica.usembassy.gov> has all information you need, including general information about visas, which documents may be useful for the adjudication, size of the photo, etc.**

Please note that if your visa is issued, your passport should be delivered by our courier pass-back within 5 to 6 working days. Please check with the DHL office at the consulate for specifics if your visa application is approved the day of your interview.